User Guide

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Chapter 1

Introducing PhotoSuite®

Welcome to PhotoSuite, the easy and fun way to create post cards, greeting cards, photo presentations, photographs with special effects, Web page graphics—just about anything you can imagine! PhotoSuite puts advanced technology at the service of your creativity. The results can be artistic, humorous, or instructive, and they'll always be dazzling and unique.

What Is PhotoSuite?

PhotoSuite is a photo collage program. You take pictures, "cut them up" (not literally—PhotoSuite does it digitally, and you can use the same pictures over and over again), and arrange them in such a way that you create something completely unique and original. The result is your very own PhotoSuite collage, which we call a *project*. (There's a table of PhotoSuite terms and concepts at the beginning of Chapter 2.)

It used to be that very few people could do this kind of work, and then only after years of experience and with very expensive equipment. With PhotoSuite it's easy, and it doesn't take expensive equipment or years of training and apprenticeship.

PhotoSuite includes tools that make it easy to rotate objects, apply perspective, substitute photos, cut out parts of a photo, distort photos, and much more. You can insert text, draw shapes, and add shadows to your design. PhotoSuite also includes sophisticated tools for adjusting the color in your photos.

What You Can Do with PhotoSuite

PhotoSuite makes what used to be difficult and time-consuming easy and fun. You can be productive in a very short time, because PhotoSuite includes all the tools you'll need to turn your photographs and other photos into exciting compositions.

Using a PhotoSuite Template

PhotoSuite provides you with *templates*—ready-made projects—to get you started

immediately.

The PhotoSuite template collection includes projects for greeting cards, business presentations, Web pages, and many other types of projects. You can use templates as is, or you can use them as the jumping-off point for your own flights of imagination. If you have your own photos, you can substitute them for the photos in the templates. The templates are yours to use, modify, enhance, and distribute.

Creating a Project from Scratch

You can always create your PhotoSuite projects entirely from your own materials or from photos stored on disk. If you have a scanner, you can scan photographs and other photos directly into PhotoSuite. You can cut out pieces of photos, distort them, apply special effects, and combine them in ways that are limited only by the bounds of your imagination.

Organizing Your Photos in the Gallery

Once you get started in PhotoSuite, you'll start collecting photos for use in your projects. That's when you'll find the *Gallery* especially helpful. The Gallery lets you organize your photos into *albums* that you create. For example, you could create an album of pictures of your family and other albums of favorite places, works of art, pictures of animals, travel photos, and so on. By organizing your photos into albums, the Gallery makes them easy to find.

Improving Your Photos

PhotoSuite includes several powerful *color-correction* features that you can use to take favorite photographs and make them even better. You can enhance colors, remove the annoying "red eye" that can occur with flash photos, adjust contrast and brightness, and so on.

Creating Projects for Use on the Internet

PhotoSuite is an ideal tool for creating images for Web sites on the Internet. If you have a home page, you can include dazzling images; you don't have to limit yourself to what you can create with a paint program.

See PhotoSuite Help for a complete discussion of using images on the Internet. The topic headings are "About PhotoSuite and the Internet," "Create photos for Web pages," and "Prepare an e-mail attachment."

Using the Same Photos Over and Over

If you were making a collage out of pictures from a magazine, and you decided you wanted to use the same picture in more than one collage, you'd have to go out and buy an additional copy of the magazine for each additional collage using the picture.

With PhotoSuite, you can use the same photos over and over. No matter what you do on the screen—cut out a part of a photo, play with its colors, add text to it—PhotoSuite *never alters the original photo.* The original is always available for you to start another project.

About the PhotoSuite Documentation

PhotoSuite includes a complete printed and online documentation set designed to get you working quickly and productively.

The PhotoSuite documentation includes:

- *PhotoSuite Installation and QuickStart Guide* (printed)—This short guide contains PhotoSuite installation instructions, a quick-start tutorial for getting you up and running quickly, and a description of the templates provided with PhotoSuite.
- *PhotoSuite Orientation Tour* (CD)—This self-running tour is divided into several sections that teach you about the features of PhotoSuite and introduce the PhotoSuite user interface.
- *PhotoSuite User Guide* (printed)—The *User Guide* contains the information you need to accomplish specific tasks in PhotoSuite and for understanding basic PhotoSuite concepts. See "How the User Guide Is Organized" for a description of the contents of the *User Guide*.
- *PhotoSuite Help* (on-screen)—This extensive help system contains the most complete information for using PhotoSuite, including how-to information for every procedure and detailed technical information not found in the *PhotoSuite User Guide*. *PhotoSuite Help* also includes a Glossary of terms.

Learning Path

As you begin to work with PhotoSuite, use the documentation in this order:

1. Read the *Installation and QuickStart Guide* to install PhotoSuite onto your computer.

   At the end of the PhotoSuite installation, the Basics part of the Orientation Tour starts automatically. This on-screen tour teaches you the basics of PhotoSuite.

2. Take the Orientation Tour, located on the PhotoSuite CD.

   If you can't take the tour when you first install PhotoSuite, you can do it later. After starting PhotoSuite, insert the CD into your drive, and choose Orientation CD from the Help menu.

3. Follow the brief tutorial in the *Installation and QuickStart Guide*.

4. Read the *PhotoSuite User Guide* to get basic information about using PhotoSuite.

5. As you use PhotoSuite, access PhotoSuite Help from within the application to get help on accomplishing specific tasks. (See "Getting Help" later in this chapter for instructions on accessing Help.

About This *User Guide*

The *User Guide* is intended to give you basic information and concepts for using PhotoSuite. It also includes step-by-step instructions for accomplishing key tasks in PhotoSuite.

Macintosh

The screens were captured on a Windows 95 system, but the Macintosh user interface and functionality are similar.

Note: The *User Guide* is not intended to teach you how to use your operating system. For instructions on using your operating system, please consult the documentation that came with your system.

How the User Guide Is Organized

The *PhotoSuite User Guide* contains these chapters:

- Chapter 1, "Introducing PhotoSuite" (this chapter) introduces you to PhotoSuite and the PhotoSuite documentation and briefly describes the things you can do with PhotoSuite.
- Chapter 2, "Getting Started," gives you instructions on how to start PhotoSuite, describes what you see on the PhotoSuite screen, provides definitions of terms and basic concepts, and describes the file formats supported by PhotoSuite.
- Chapter 3, "Using the Gallery," describes how you use the Gallery to organize your projects and photos into albums.
- Chapter 4, "Working with Projects and Photos," describes how to create, save, and print PhotoSuite projects.
- Chapter 5, "Working with Objects," describes how to make cutouts from photos, add and edit text, draw lines and shapes, and modify the photos, text, and drawings in your projects.
- Chapter 6, "Touching Up Photographs," explains the PhotoSuite features that let you remove red eye and adjust the colors in your photos.

Conventions Employed in the User Guide

The *User Guide* uses a number of typographical and symbolic conventions, including:

- The first occurrence of a term with a specific meaning in PhotoSuite is italicized in the manual. (Italics are also used for emphasis.) PhotoSuite Help includes a Glossary of terms.
- The manual uses bullets for lists, to indicate a set of options or choices, and for single-step procedures.
- Numbered lists indicate step-by-step procedures for you to follow.

Using the Mouse

You'll be using the mouse a great deal, and there are some basic mouse terms used in this manual that you need to know:

- *Click*: Press and release the mouse button once.
- *Double-click*: Press and release the mouse button twice in rapid succession.
- *Drag*: Press and hold down the mouse button, move the mouse, and release the mouse button.

Getting Help

As you work in PhotoSuite, you can access PhotoSuite Help for detailed how-to instructions and other usage information while the application is running.

You can select a topic to go directly to the information you need, or you can browse through all the topics in PhotoSuite Help. If you know what feature or task you need help with, you can also type a word or phrase to look up the related Help topic(s).

Just Have Fun!

Most of all, enjoy yourself! Feel free to experiment. Remember, *your original photo is never changed*, so you can always start over again if you don't like something. As you get increasingly familiar with PhotoSuite and the effects it can produce, you'll start saying to yourself "I wonder if it can do... ?"

Try it out!

Chapter 2

Getting Started

In this chapter you'll learn:

- How to start PhotoSuite
- How to use the Getting Started dialog box
- The PhotoSuite screen, including the toolbar and control bar
- Basic PhotoSuite terms and concepts
- The PhotoSuite project and image file formats

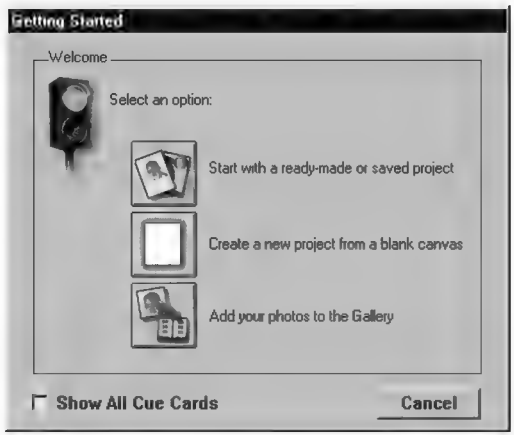
Starting PhotoSuite

The *Installation and QuickStart Guide* provides detailed instructions on how you start PhotoSuite.

1. Open the LivePix folder.
2. Double-click the LivePix icon.

Using the Getting Started Dialog Box

When PhotoSuite starts, the first thing you see is the Getting Started dialog box.


Getting Started
Welcome
Select an option:
Start with a ready-made or saved project
Create a new project from a blank canvas
Add your photos to the Gallery
Show All Cue Cards
Cancel

The Getting Started dialog box gives you these options:

- **Start with a ready-made or saved project**

  Click this option if you want to start from one of the PhotoSuite templates, from a project you have previously saved, or from a photo in the Gallery.

  PhotoSuite switches to a full-screen view of the Gallery so you can select a template, project, or photo. For information on these ways of starting your work in PhotoSuite, see "Opening Templates and Other Projects" and "Creating a New Project from a Photo."

- **Create a new project from a blank canvas**

  Click this option if you want to start by setting up a blank canvas, defining its size and orientation. For example, you might use this option if you want to start from one of the greeting card layouts.

  PhotoSuite displays the New dialog box so you can define the characteristics of the canvas. For information on this way of starting PhotoSuite, see "Creating a Project from an Empty Canvas."

- **Add your photos to the Gallery**

  Click this option if you want to add photos to the Gallery.

  PhotoSuite displays the Open dialog box so you can choose the first photo to add to the Gallery. For information of adding photos to the Gallery, see "Adding Projects and Photos to Albums."

- **Cancel**

  Click Cancel if you want to use the File menu to open a project or photo that is not in the Gallery.

You can display the Getting Started dialog box at any time while you're working in PhotoSuite. You might find that, when you've finished a project, it's the easiest way to start the next phase of your work.

To display the Getting Started dialog box:

- Choose Getting Started from the File menu.

Introducing the PhotoSuite Screen

This section identifies the main components of the PhotoSuite screen. The following illustration shows how the PhotoSuite screen appears if you open the THANKS01 template, using the first option in the Getting Started dialog box. Several of the terms used here are defined in the table that starts on page 18.

Using the PhotoSuite Toolbar

The toolbar appears on the left side of the project window. These are the tools in the toolbar:

To select the Selection tool or Pan tool or to add text with the Text tool, click the tool in the toolbar.

The tools with an arrow in the upper right corner—Position, Zoom, Draw (Line/Outlined Shapes and Filled Shapes), Cutout, and F/X—have more than one tool function available in a pop-up palette.

To select a tool from a palette:

1. Click the tool in the toolbar.

   The tool palette appears.

2. Move the mouse to the tool you want, and click the tool in the palette.

Note: The F/X tools are not available in the SE version of PhotoSuite, Please contact MGI Software Corp., if you would like to upgrade to a version of PhotoSuite that includes these tools.

Using the Control Bar

Several tools use the control bar to display *sliders* that allow you to adjust that tool. For example, the Draw tools display two sets of sliders in the control bar, one for *opacity* and the other for the hardness of the *edge* of the shape you're drawing.

The control bar, the part of the project window directly above the workspace and the toolbar, changes its appearance and function according to what you're doing and what tool you've selected.

To adjust settings in control bar sliders:

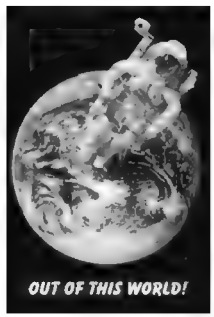
- Drag the slider handle until the number value above the slider is what you want. A symbol at either end of the slider indicates the effect of the setting you select.
- Click in the slider bar. The slider handle immediately jumps to that position and changes the setting accordingly.
- Type a number into the text box above the slider, and press Return.

The rest of this chapter provides general information that you'll need to know as you start working PhotoSuite.

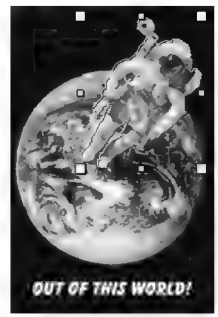
Understanding Basic PhotoSuite Concepts

Like most software programs, PhotoSuite has a "real-world" model it's based on—in this case, creating a collage. You have a workspace (similar to a desk or tabletop), a surface on which you'll create the collage, and the photos you'll add to it. The following table defines the terms and concepts that appear in the *User Guide* and PhotoSuite Help.

Term	Definition
project	A project is a PhotoSuite document. Like collages, projects contain photos and objects that you can edit separately.



This *project* contains two photos, the earth and the astronaut, plus a text object. On the right, the astronaut photo is selected; you can work with it without affecting the other photo or the text.



PhotoSuite saves and opens projects in the Live Picture (LPI) file format and can also open project files in the FITS file format from Live Picture 2.5 and earlier.

photo	A photo is one type of element in a PhotoSuite project. It can be a scanned photograph, digitized line art, clip art, or other type of "picture." The PhotoSuite installation places approximately 200 photos in the Gallery.

In PhotoSuite, a photo is a single element, regardless of what it contains, and you can only work with the entire photo.

This *photo* is made up of several elements—the girl, sky, clouds, and landscape—but they are all part of a single image. You can't work with any of the elements separately.

template	A template is a ready-made PhotoSuite project that includes photos, text, and other objects. The PhotoSuite installation places approximately 120 templates in the Gallery.

Term	Definition
object	An object is an element of a project that is created with one of the special PhotoSuite tools: text, lines, outlined or filled shapes, or cutouts.
application window	The application window is the window in which the PhotoSuite application runs. It has a title bar and menu bar at the top. It contains any open project windows, plus the Gallery.
project window	Each open project exists in its own project window, with a title bar at the top, a toolbar at the left, and a status line across the bottom.
active window	When you have more than one project open, the active project window is the one in which you're currently working. The active window is in front of any other open windows.
workspace	The workspace is the part of the project window that is inside the title bar, toolbar, and status line. The workspace is your work surface, like a desk or drafting table. It includes the canvas and also the area around the canvas, which you can use as a temporary holding place for photos and objects from your project. You can view the workspace close up, as if you were looking through a magnifying glass, and you can view the workspace in a wide view that includes the canvas and its surrounding area.
canvas	The canvas is the area of your project that will be printed. It initially appears on the screen as a white rectangle in the center of the gray workspace. You can have items in your project that are off the canvas, but only those items within the bounds of the canvas will appear in the final printed project.
Gallery	The Gallery is a tool designed to help you organize your projects and the photos in them. The Gallery is a separate window inside the application window.
album	You use albums to organize your projects and photos in the Gallery. You can create albums for projects (files in the LPI format) and photos (files in other formats).
thumbnail	A thumbnail is a small picture in the Gallery that represents a photo or project. Moving or deleting a thumbnail doesn't affect the photo file or project file.

For a full list of terms used in PhotoSuite, see the "Glossary" topic in Help.

Understanding File Formats

The photos that go into projects, and the projects themselves, are stored as files on your computer or on a CD. PhotoSuite supports the file formats listed in the following table. The Action column lists what each format allows:

- Open: You can open files in this format.
- Insert: You can insert files in this format into your project.
- Save: You can save files in this format.
- Scan: You can save scanned photos in this format.

Format Name	Ext.	Description	Action
Live Picture	LPI	The PhotoSuite project file format	Open/Insert/Save
FlashPix	FPX FPix	An image file format. FPX is the Windows 95 extension; FPix is the Macintosh extension.	Open/Insert/Save/ Scan
FITS	[FIT]	A project file format created by Live Picture® 2.5—equivalent to the LivePix LPI format.	Open/Insert (In the Open dialog box, select All Files and then select LP Project from the Open As list.)
IVUE	IVU	An image file format created by Live Picture 2.5—equivalent to FPX.	Open/Insert/Save/ Scan
Windows Bitmap	BMP	An image format created by many paint programs	Open/Insert/Save/ Scan
JPEG	JPG	A compressed image file format used for storing large graphics files and for use on the Web	Open/Insert/Save/ Scan
Tagged Image File Format	TIF	A cross-platform, industry standard format for RGB (computer graphics) files	Open/Insert/Save/ Scan
PhotoCD	PCD	The popular Kodak® PhotoCD™ file format	Open/Insert
PICT		The standard Macintosh bitmap image format	Open/Save/Scan

For information on saving files in compressed formats, see "Save with compression" in PhotoSuite Help.

Chapter 3

Using the Gallery

In this chapter you'll learn:

- About the Gallery's two modes
- How to close and open the Gallery
- How to work with albums in the Gallery
- How to scan photos into the Gallery

About the Gallery

Over time you'll accumulate many projects and individual photos. How do you keep them organized? With the Gallery.

The Gallery has two modes: working mode and organize mode.

Working mode

Organize mode

In working mode you can:

- Create projects
- Open existing projects
- Insert and substitute photos
- Add projects or photos to the Gallery

Creating projects, opening projects, inserting photos, and substituting photos are discussed in Chapter 4. Adding projects and photos to the Gallery are discussed in this chapter.

In organize mode you can:

- Create albums
- Add projects or photos to the Gallery
- Move items between albums
- Remove projects or photos from the Gallery
- Scan images

This chapter focuses primarily on the Gallery's organize mode.

To switch from working mode to organize mode:

- Choose Organize Gallery from the Gallery menu.

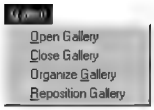
To switch from organize mode to working mode:

- Click OK in the upper left of the Gallery.

Closing and Opening the Gallery

You can close the Gallery and open it at any time.

To close the Gallery:



- Choose Close Gallery from the Gallery menu.

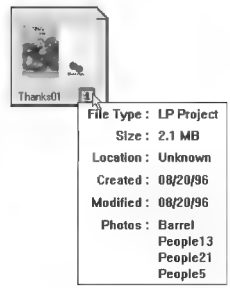
To open the Gallery:

- Choose Open Gallery from the Gallery menu.

Getting Item Information

You can get the following information about a selected item in the Gallery:

- File type (FPX, TIFF, BMP, and so on)
- Size in kilobytes (KB) or megabytes (MB)
- Location (CD, hard disk, or elsewhere)
- Creation date
- Most recent modification date
- Photos contained in it (projects only)



To get information about an item in the Gallery:

1. Select the item.
2. Press the Info button in the lower right corner of the thumbnail.

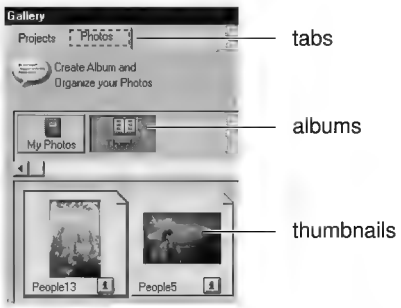
   The information remains visible as long as you press the mouse button.

Organizing Projects and Photos in Albums

The Gallery uses albums to make it easy for you to organize your work in PhotoSuite. Just as you might put together photo albums for specific events—trips, weddings, family gatherings, and the like—the Gallery lets you create albums for related PhotoSuite projects and photos.

Each picture in a Gallery album is a thumbnail, a smaller copy of the actual photo or project.

The Gallery window uses tabs to separate the albums of projects and photos. To see your albums of projects, click the Projects tab; to see your albums of photos, click the Photos tab.



Creating a New Album

You can create albums of projects or photos. For example, you might be creating a composite portrait of several generations of the women in your family. You could create an album that holds the individual portraits of each of the women.

To create a new album:

1. Switch the Gallery to organize mode.
2. In the Gallery, click the Projects or Photos tab, depending on the type of album you want to create.
3. Click Create Album.

   A new album, called "Untitled," appears.

4. Type a name for the new album and press Return.

Adding Projects and Photos to Albums

You can add projects or photos to your albums in working mode or organize mode. (This is one area in which the two modes overlap.)

To add an item to an album:

1. Click the tab for the type of item you want to add. For example, to add a new project, click the Projects tab.
2. Open the album you want to use.
3. If the Gallery is in working mode, click Add Projects/Add Photos to the Gallery at the bottom of the window. If the Gallery is in organize mode, click Add Projects/Add Photos in the row of buttons at the upper right.

   PhotoSuite displays the Open dialog box.

4. In the Open dialog box, locate the folder for the item you want to add, and select the file type—LPI for projects; FPX, TIFF, JPEG, and the like for photos.
5. Double-click the filename, or select the filename and click Open.

In working mode you can also add items to the Gallery using drag and drop.

To add an item to an album using drag and drop:

1. Click the tab for the type of item you want to add.
2. Open the album you want.
3. Select the item you want to add to the Gallery.

   You can select a photo or project in the workspace, on the desktop, or in a folder.

4. Drag the item to the Gallery and drop it into the album.

If you drag an item to the Projects tab of the Gallery and haven't yet saved it, PhotoSuite displays the Save As dialog box so you can name and save the new project.

Adding Items When You Save a Project or Photo

When you save a project, PhotoSuite automatically saves it and the photos contained in it to the Gallery. The PhotoSuite installation creates two albums for these projects and photos: My Projects and My Photos.

- When you save a project, PhotoSuite places its thumbnail in the My Projects album and thumbnails of its component photos in the My Photos album.
- When you save a file as a photo, PhotoSuite places its thumbnail in the My Photos album.

If you wish, you can then use the techniques described in the next section to move the thumbnail to the album of your choice.

Moving Items between Albums

You can move an item from one album to another using drag and drop.

To move an item to a different album:

1. Switch the Gallery to organize mode.
2. Open the album containing the project or photo you want to move.
3. Select the item you want to move.
4. Drag it to the album list, and drop it on the name of the target album.

Removing Items or Albums

You can remove an item—a project or a photo—from an album, and you can also remove an entire album.

To remove an item from an album:

1. Switch the Gallery to organize mode.
2. Click the tab for the type of item you want to remove.
3. Open the album that contains the item you want to remove.
4. Click the item's thumbnail to select it.
5. Click Remove.

Note: Removing an item from the Gallery doesn't delete any files from your disk. It only removes the thumbnail from your album. If you remove a thumbnail by accident, you can undo it by choosing Undo from the Edit menu.

To remove an album:

1. If a thumbnail in the album is selected, click Remove.

   PhotoSuite doesn't select another thumbnail. The selection now applies to the entire album. (If a thumbnail isn't selected, skip this step.)

2. Click Remove to remove the entire album.

If you remove an album by accident, you can restore the album by choosing Undo from the Edit menu.

Scanning Photos into the Gallery

You can add photos to the Gallery by scanning them or capturing them with a digital camera.

To scan an image into the Gallery:

1. Switch the Gallery to organize mode.
2. Select the scanner or camera from the list.

3. Click Scan/Camera.
4. Scan the image according to the scanner's instructions. See "Using a Scanner or Digital Camera."

Chapter 4

Working with Projects and Photos

In this chapter you'll learn:

- How to open and create projects
- How to add photos to your projects
- How to substitute photos in your projects
- How to change the setup of the canvas
- How to scan images into PhotoSuite
- How to save and print files

Opening and Creating Projects

A PhotoSuite project can contain a single photo that you've modified only slightly, or it can be a complex composite of many photos and other objects.

You can create a new project that begins with a photo already inserted—including one of the templates included with PhotoSuite—or you can create a project that starts with an empty canvas.

Note: Many of the actions involving projects—creating them, opening them, and adding photos to them—can be accomplished with the Gallery, with PhotoSuite menu commands, or with drag and drop, as you'll see in the sections that follow.

Opening Templates and Other Projects

PhotoSuite provides over 100 templates that you can open and use as the starting point for your own projects. You can open templates and your own projects by using the Gallery, the PhotoSuite menus, or drag and drop.

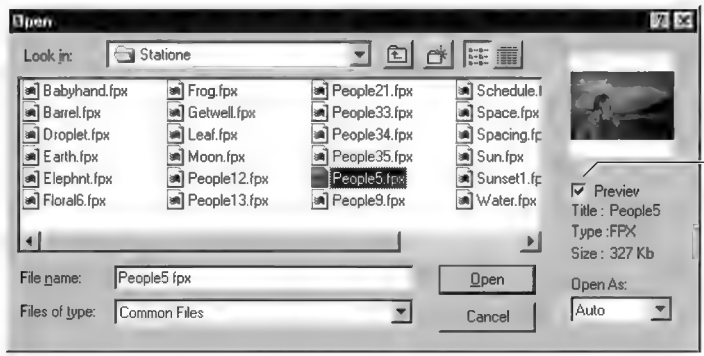
To open a template or other project by using the Gallery:

1. Click the Projects tab in the Gallery.
2. Select the album containing the project you want.
3. Do either of the following:
   - Double-click the project's thumbnail.
   - Select the project's thumbnail and click Open.

To open a template by using the menus:

1. Choose Open from the File menu.
2. In the Open dialog box, locate the folder that contains the project you want.
3. Double-click the project's name, or select it and click Open.

You can preview the photo in the Open dialog box by selecting the photo's name and then clicking the Preview check box. PhotoSuite shows you a thumbnail of the photo and also lists its filename, file format, and size.



Using drag and drop, you can open a template from the Gallery, the desktop, or a folder.

To open a template by using drag and drop:

1. Find the template you want to open.
2. Drag it from the Gallery, desktop, or folder and drop it into the PhotoSuite workspace.

Creating a New Project from a Photo

PhotoSuite provides many photos that you can use as starting points for Web pages, greeting cards, posters, and other projects. When you start a project directly from a photo, PhotoSuite does three things automatically:

- It makes the canvas the same size as the photo.
- It gives the project the same name as the photo.
- It zooms in on the photo and canvas to fill the workspace.

For example, if you start with the photo called People13, which is 5.7 inches by 8.6 inches, your project is also called People13, and the canvas is the same size as the photo.

The new project is same size and has the same name as the photo in the Gallery.

You can create a project from a photo by using the Gallery, menu commands, or drag and drop.

To create a project from a photo by using the Gallery:

1. Click the Photos tab in the Gallery.
2. Select the album that contains the photo you want to use to start your project.
3. Locate the thumbnail for the photo you want to start the project, and then do either of the following:
   - Double-click the thumbnail.
   - Select the thumbnail and click Open.

To create a project from a photo by using the menus:

1. Choose Open from the File menu.
2. In the Open dialog box, locate the folder that contains the photo you want.
3. Double-click the photo's name, or select it and click Open.

To create a project from a photo by using drag and drop:

- Drag the photo you want from the Gallery, the desktop, or a folder, and drop it into an empty part of the PhotoSuite window—*not* into a project window.

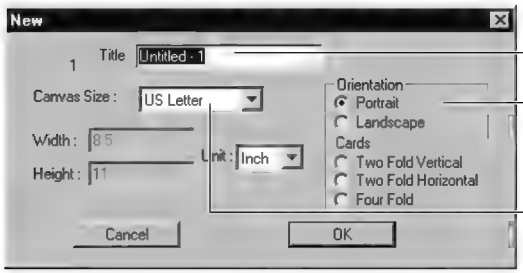
  If you drop the photo into a project window, the photo is inserted into the project that is open in the window.

Creating a Project from an Empty Canvas

Perhaps you'd rather start from an empty canvas. For example, you might have a specific page size in mind, or you might want to start with one of the greeting card layouts.

To create a new project from an empty canvas:

1. Choose New from the File menu.
2. In the New dialog box, type a name for your new project. (Naming the project when you create it is optional, but recommended.)



3. Select a size from the Canvas Size list.

   PhotoSuite provides several standard sizes and also allows you to specify a custom size. If you select Custom, enter the page width and height, and select a unit of measure (inches or centimeters).

4. Click the page orientation or one of the card formats (See the illustration following these steps).
5. Click OK.

   A new project window opens.

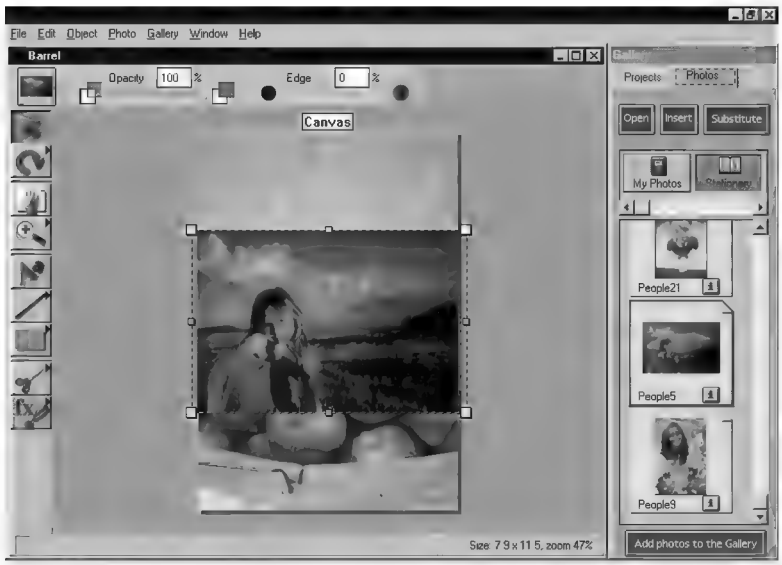
This illustration shows you the two full-page canvas orientations and the three card formats.

You're now ready to add your first photo to the project, described in "Adding Photos to Your Project."

Note: See "Specify canvas format" in PhotoSuite Help for detailed descriptions of the special greeting card page layouts.

Adding Photos to Your Project

Once you've opened or created a project, you can add photos to it by using the Gallery, the PhotoSuite menus, or drag and drop. The project must be open. If more than one project window is open, PhotoSuite adds the photo to the active project window.



This photo has been inserted into the project. It is in front of the photo of the apples and is selected.

To add a photo to a project by using the Gallery:

1. Click the Photos tab in the Gallery.
2. Select the album containing the photo you want.
3. Select the photo in the Gallery and click Insert.

To add a photo to a project by using the menus:

1. Choose Insert from the File menu.
2. In the Open dialog box, locate the folder and/or drive that contains the photo you want to add.

3 Double-click the photo's name, or select it and click Open.

You can preview the photo before inserting it. See the example in the picture on page 30.

To add a photo to a project by using drag and drop:

- Drag the photo from the Gallery, the desktop, or a folder to the project window, and drop it into the project.

Substituting Photos

Using the Gallery or the PhotoSuite menus, you can *substitute*, or replace, a photo or other object in your project with another photo.

To substitute a photo in your project by using the Gallery:

1 Select the object in the project window that you want to replace.

2 Click the Photos tab in the Gallery, and open the album that contains the photo you want to substitute.

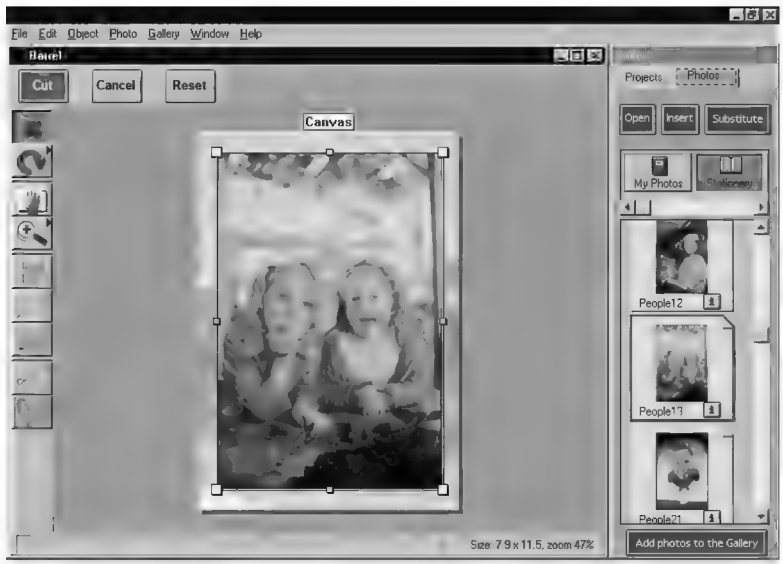
3 Select the thumbnail of the photo you want to substitute.

4 In the Gallery, click Substitute.

The new photo now appears in the project, and PhotoSuite switches to "photo positioning mode," as indicated by the Cut button in the control bar. (See the illustration on the next page.) This lets you reposition the substituted photo, in case it's not the same size as the original photo or it's not quite where you want it. For information about positioning photos, see "Positioning a Photo Inside a Cutout."

5 If necessary, reposition the photo inside the bounding box.

6 Click Cut to complete the substitution.



The photo of the two girls has been substituted for the photo of the girl in the example on page 35.

To substitute a photo in your project by using the menus:

1. Select the object in the project window that you want to replace.
2. Choose Substitute from the Photo menu.
3. In the Open dialog box, locate the photo you want to substitute.
4. Double-click the photo's name, or select it and click Open.

   The new photo now appears in the project, and PhotoSuite switches to "photo positioning mode," as described above.
5. If necessary, reposition the photo inside the bounding box.
6. Click Cut to complete the substitution.

Note: Edits that have been applied to the original photo—such as positioning, resizing, and making cutouts—will be applied to the substituted photo.

Moving Around in a Project

As you're working on a project, you might want a different view of your work. For example, you might want to move the canvas off to one side of the workspace, or you might want a close-up view. You can:

- *Pan* the project, moving it from side to side or up and down
- *Zoom in* on the project for a closer view
- *Zoom out* from the project for a wider view

Panning the Workspace

When you pan the workspace, it's as if you were moving a piece of paper (the canvas) on a desktop (the workspace).

To pan the workspace:

1. Click the Pan tool.

   In the workspace, the pointer changes from an arrow to a hand.

2. With the hand, drag in the window until the canvas is where you want it.

   You don't have to place the hand directly on the canvas. You can move the hand on the workspace background, and the canvas moves with it.

Zooming In or Out

When the Zoom tool is set for zooming in, or magnifying, the tool has a plus sign (+), which also appears in the Zoom tool pointer.

When the Zoom tool is set for zooming out, or diminishing, the tool and pointer have a minus sign (-).

The Zoom tools are located in a palette on the toolbar. For information on selecting tools from a palette, see "Using the PhotoSuite Toolbar."

To zoom in or out with the Zoom tool:

1. Select the Zoom tool you want.
2. Place the Zoom tool over the part of the project you want to zoom on, and click.

Each click zooms in or out by a factor of two.

Note: You can change the function of the Zoom tool by pressing Option. For example, if you select the Zoom In tool, pressing Option causes the tool to function as a Zoom Out tool. To indicate this change, the sign inside the magnifying glass pointer changes from a plus to a minus.

You can also zoom in on a specific region of the workspace.

To zoom in on a specific region of the workspace:

1. Click the Zoom In tool.
2. Drag a zoom rectangle around the area you want.

Using the Zoom command, you can zoom in or out to preset percentage views of the workspace.

To zoom to a fixed percentage view of the workspace:

1. Choose Zoom from the Window menu.
2. In the submenu, choose one of the preset zoom levels.

   PhotoSuite Help has more information on *zoom percentages*.

You can also zoom in on the canvas so that it fills the project window.

To fit the canvas to the project window:

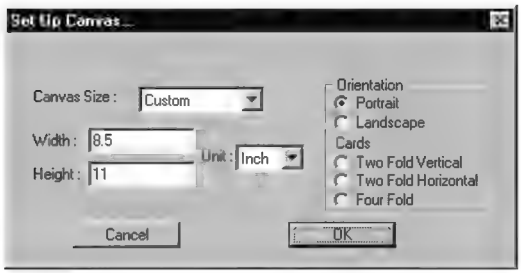
- Choose Fit To Window from the Window menu.

Changing the Setup of the Canvas

Whenever you want to, you can change the setup of the canvas: its size and orientation. The current size is identified on the right side of the status line.

To change the project setup:

1. Choose Set Up Canvas from the File menu.
2. Select the Document Size and Orientation settings you want in the Set Up Canvas dialog box.



3. Click OK.

Changing the setup of the canvas doesn't affect the objects in the project. For example, if you change to a smaller document size, you might need to reposition the objects in the project or change their size.

Note: For detailed descriptions of the greeting card options, see "Specify canvas format" in PhotoSuite Help.

Saving Projects and Photos

When working on a project, always save frequently. Nothing is more frustrating than working on a complex project for a long time and then having the power go out.

You can also save a copy of your project under a different name or save your work in one of the image file formats (see the file formats table under "Understanding File Formats").

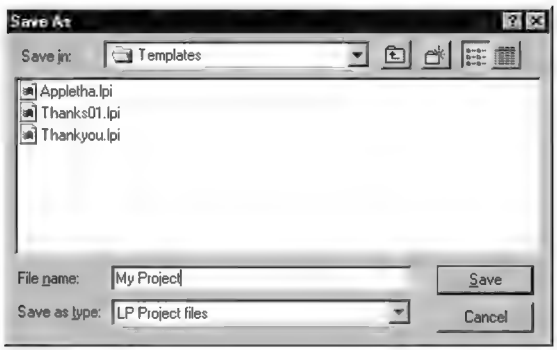
Note: PhotoSuite assumes that you are saving your work as a project (the LPI format) unless you explicitly specify otherwise.

Saving a Project for the First Time

If you didn't name the project when you created it, you must give it a name and select a location the first time you save it.

To save an unnamed project:

1. Choose Save As from the File menu.
2. In the Save As dialog box, locate the folder in which you want to save the project, if it's different from the current folder.
3. Type a name in the File Name box.



4. Click Save.

Saving as You Work

Once you've named and saved your project the first time, you should save it periodically as you continue working.

To save a project:

- Choose Save from the File menu, or press Command-S.

Saving a Project under a Different Name

You might find that you want to use a single project as a starting point for several different ideas. In that case, you can save the project under one name and then save additional versions of it under different names. Each becomes a separate project and can be edited without affecting the others.

To save a project under a different name:

1. Choose Save As from the File menu.
2. In the Save As dialog box, locate the folder in which you want to save the project, if it's different from the current folder.
3. Type the new name in the File Name box.
4. Click Save.

If you check the contents of your project folder (or folders), you'll see that you now have two projects: the original and the project you just saved with the new name.

Saving Your Work as a Photo

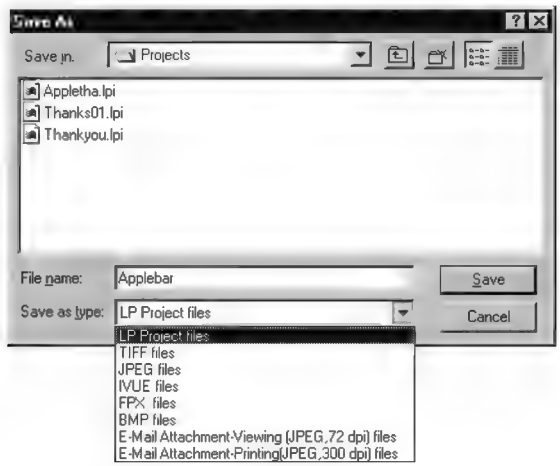
Perhaps you want to open your project in another application. In that case, you would save your project in an image file format the other application supports. For example, JPEG, TIFF, and BMP are common image file formats. Saving to an image file format creates a new file (the image file) and leaves your original project unchanged.

Note: When you save to an image file format, all photos and objects in the project are combined into a single element. (For information on the difference between projects and photos, see their definitions in "Understanding Basic PhotoSuite Concepts.")

To save a project to an image file format:

1. Choose Save As from the File menu.
2. In the Save As dialog box, locate the folder in which you want to save the photo, if it's different from the current folder.
3. If you want to give the photo a new name, type it into the File Name box.

4 Select the file format from the Save As Type list.



5 Click Save.

6 Depending on the file format you've selected, PhotoSuite might display a dialog box with image file *resolution* and *compression* options. Select one of the following resolutions:

- Screen Resolution (72 dots per inch—*dpi*)
- Print Fast (150 dpi)
- Print High Quality (300 dpi)
- Custom

For help on the resolution options, see "Set resolution options" in PhotoSuite Help.

7 Select the format-specific compression options.

For more information on the compression options, see "Set compression options" in PhotoSuite Help.

8 Click OK.

Using a Scanner or Digital Camera

If you have a scanner or digital camera, you can easily use it with PhotoSuite. PhotoSuite uses the industry-standard TWAIN interface and automatically detects any installed TWAIN devices. (You must, of course, first install the scanner or digital camera according to the manufacturer's instructions.)

To scan or capture a photo into PhotoSuite:

1. Choose Scanner/Camera from the File menu.
2. Select the device you want from the submenu.

   At this point, the scanner or camera takes over and displays its own dialog box.
3. Scan or capture the photo according to the manufacturer's instructions.
4. When the photo is finished scanning, PhotoSuite displays the Save As dialog box. Select one of these file formats for your photo:

   - FPX (recommended)
   - IVUE
   - BMP
   - JPEG
   - TIFF
   - PICT (**Macintosh only**)
5. Type a filename, and click Save.

Note: Some scanners have a default (automatic) image resolution that might not be sufficient to give you the true photographic quality that PhotoSuite can produce. Check to see if you can set scanning options, including resolution. For example, if the scanner has a default resolution of 200 dpi but can scan at 400 dpi, set it to 400. Note, however, that higher resolution creates a substantially larger file. You might have to choose between image resolution and available disk space.

You can also scan images directly into the Gallery. For instructions, see "Scanning Photos into the Gallery."

Printing Your Projects

You can print your project on your printer, or you can save your project as a file that you can take to another output device or to a service bureau. Many large photocopy shops can print image files created with PhotoSuite.

To print your project:

- Choose Print from the File menu.

Note: Almost all printers have non-printing margins around the outside of the page. (The size of these margins depends on the printer.) The *available printing area* is the part of the page that is inside the non-printing margins. This is why you typically can't print an 8½-by-11 project on a piece of 8½-by-11 paper. Although the canvas and the paper are the same size, the canvas is actually larger than the available printing area.

If the project is larger than the available printing area, the Print dialog box gives you these options:

- Fit: PhotoSuite reduces the project in size to fit the available printing area of the page, maintaining the project's original proportions.
- Crop: PhotoSuite prints the project at its current size. Anything that extends beyond the available printing area is not printed.
- Tile: PhotoSuite prints the project in its original size, using as many pages as are required to print it in its entirety.

If the project is smaller than the available printing area, the Print dialog box gives you these options:

- Center: PhotoSuite prints the project in its actual size, centered on the page.
- Enlarge: PhotoSuite enlarges the project to fit the available printing area, maintaining the project's original proportions.
- Repeat: PhotoSuite prints as many copies of the project as possible, unchanged in size, on the page.

For information on printing greeting cards, see "Print a project" in PhotoSuite Help.

Previewing What You'll Be Printing

Before you print your project, you can see a preview of how it will look when printed.

To preview your output:

- Choose Print Preview from the File menu.

While in Print Preview, you can zoom or pan the preview. Zooming and panning in Print Preview is the same as in the project window, described in "Moving Around in a Project."

To display the Print Setup dialog box from the Print Preview window, click Setup. You can select paper size and orientation, graphics quality, and other available settings determined by your printer.

The same printing options found in the Print dialog box (Fit, Crop, and so on) are available in Print Preview.

To print your project from Print Preview:

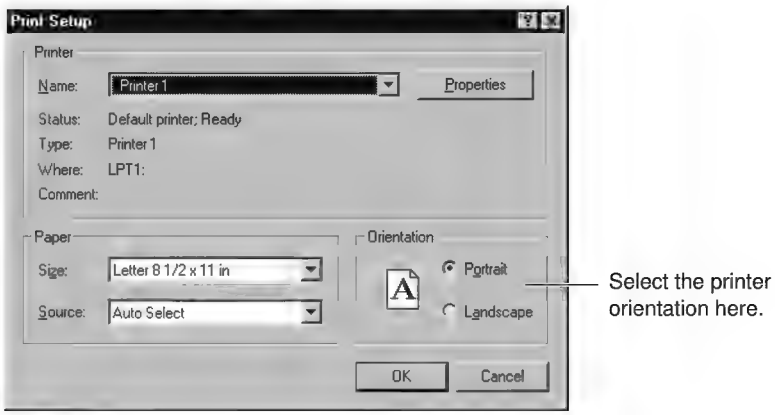
- Click the printer button in the Print Preview dialog box.

Understanding Page Orientation and Printer Orientation

When you start a new project, PhotoSuite automatically sets the printer orientation to match the orientation (Portrait or Landscape) of the canvas. In some cases, however, you might want to print to the opposite orientation. For example, if you're creating a business card, which is commonly in Landscape orientation, you might want to print it in Portrait, select the Repeat option in the Print dialog box, and print a sheet of business cards.

To override the current printer orientation:

- In the Print dialog box, click Properties to display the printer's Properties dialog box. Select the orientation you want. (The Properties dialog box varies according to the printer, but the orientation is typically one of the Paper properties.)
- From Print Preview, click Setup, and select the orientation in the Print Setup dialog box.



Canceling a Print Job

If you start printing and then decide you want to stop, press Command-(period).

Closing Your Project and Exiting PhotoSuite

When you've finished your work on an individual project, you can close it and then work on other projects or exit PhotoSuite.

To close a project:

- Choose Close from the File menu.
- Click the close box in the window's upper left corner.

To exit (quit):

- Choose Quit from the File menu.

Note: If you try to close a project or exit PhotoSuite without saving the changes to any open project, PhotoSuite asks if you want to save or discard your work. Click Save or Discard, or click Cancel if you decide you don't want to close the project or exit after all.

Chapter 5

Working with Objects

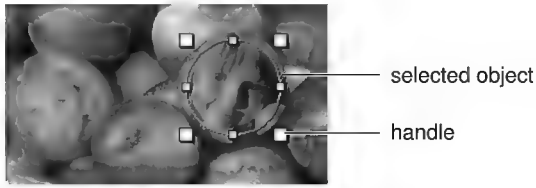
In this chapter you'll learn:

- How to select objects
- How to edit the photos in your project
- How to make cutouts
- How to work with text
- How to draw in your project
- How to arrange the objects in your project

You can edit objects in many ways, including rotating them, making them larger or smaller, distorting them, and making cutouts. Before you can edit an object, you must first *select* it.

Selecting Objects

When you use the Selection tool to select an object, you're telling PhotoSuite "this is what I want to work with." PhotoSuite indicates that the object is selected by placing a rectangular *bounding box*, with *handles* at the corners and midpoints, and an outline around the object.



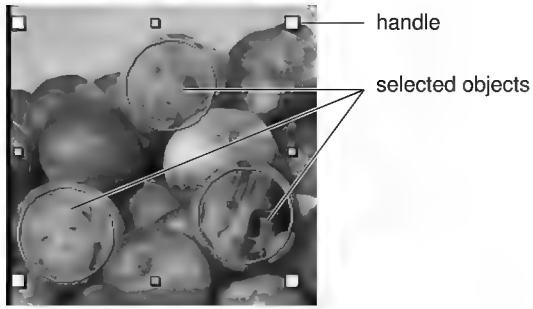
Selecting a Single Object

To select a single object, click inside the object's outline.

Note: Some objects—such as text and outlined shapes— require you to click directly on the object *if it is in front of another object*. See "Selecting Text" and "Selecting Outlined Shapes" for examples. "Changing Object Order" explains the concept of objects being in front of other objects.

Selecting More than One Object

Sometimes you'll want to select more than one object. For example, you might want to move two or more objects without changing their position relative to each other.



To select more than one object:

- Select the first object by clicking it, and then select the other objects by holding down the Shift key as you click each additional object.

PhotoSuite places a single bounding box with handles around the selected objects, but it indicates each object with a separate outline. This allows you to perform operations such as scaling and rotation as if the selected objects were a single object.

Note: Unless stated otherwise, the operations described in this chapter can be applied to multiple selected objects as well as single objects.

Selecting All Objects in the Project

PhotoSuite makes it easy for you to select all the objects in your project.

To select all the objects in your project:

- Choose Select All from the Edit menu.

Note: The selection includes *all objects in the project*, not just those on the canvas. If you've zoomed in on the project, keep in mind that the selection might include objects that aren't currently visible in the workspace.

Deselecting Objects

If you've selected several objects, you might want to *deselect* one or more of them.

To deselect one of several selected objects:

- Press Shift, and click the object you want to deselect.

  To deselect additional objects, continue Shift-clicking the objects you want to deselect.

To deselect all objects in the project:

- Click in an open area of the workspace where there aren't any objects.

Editing Projects in PhotoSuite

Like most programs you've probably already used, PhotoSuite lets you perform basic editing tasks like these:

- Cutting, copying, and pasting objects
- Duplicating objects
- Deleting objects
- Undoing or redoing the above actions

Cutting, Copying, and Pasting Objects

PhotoSuite uses the *Clipboard* as a temporary storage place for items you cut or copy from your projects. Once you've placed something on the Clipboard, you can paste that item as often as you want. However, each time you cut or copy something, the new item replaces what was already on the Clipboard. You can't accumulate items on the Clipboard.

Note: The contents of the Clipboard are deleted whenever you shut down your computer.

To cut objects from your project:

- Select the objects and choose Cut from the Edit menu.

  When you cut objects, PhotoSuite removes them from the workspace and places them on the Clipboard.

  Cutting and deleting (described on page 53) both remove objects from the workspace, but deleting doesn't place them on the Clipboard. You can't paste deleted items. (You can, however, undo the deletion.)

To copy objects in your project:

- Select the objects and choose Copy from the Edit menu.

  When you copy objects, PhotoSuite leaves the originals in the workspace and places copies on the Clipboard.

To paste from the Clipboard into your project:

- Choose Paste from the Edit menu.

  When you paste, PhotoSuite takes the contents of the Clipboard and places it in the workspace. You can continue pasting from the Clipboard until you cut or copy something else.

Note: You can paste images from other programs—such as a paint program—into your PhotoSuite project. When you do, PhotoSuite first asks you to save the contents of the Clipboard in one of the image file formats. This enables PhotoSuite to keep its own copy of the image. If you change the original image, the PhotoSuite image file is unaffected.

Duplicating Objects

Duplicating objects is like copying and pasting in a single step. The duplicated objects appear on top of the originals and slightly offset. Because duplicating doesn't use the Clipboard, you can use it only to make copies of objects within the same project, but it's a quick and efficient way to do that.

To duplicate one or more objects:

1. Select the objects you want to duplicate.
2. Choose Duplicate from the Edit menu.

Deleting Objects

As you've already read in "Cutting, Copying, and Pasting Objects," deleting an object is not the same as cutting it. When you cut an object, it's usually because you want to use it somewhere else. When you delete an object, it's usually because you don't want to use it at all. Deleted objects aren't placed on the Clipboard and can't be pasted back into the project. You can, however, undo a deletion.

To delete one or more objects from your project:

1. Select the object you want to delete.
2. Press Delete, or choose Delete from the Edit menu.

Undoing or Redoing an Action

You can undo (reverse) any action in PhotoSuite. If you change your mind, you can redo (repeat) the undone action. For example, if you delete an item by accident, you can undo the deletion.

PhotoSuite features unlimited undo and redo, which lets you reverse or repeat multiple previous actions. For example, if you skewed an object, rotated it, and then moved the object, PhotoSuite can reverse or repeat each step sequentially. The menu

command identifies the action to be undone or redone.

To undo one or more actions:

- Choose Undo from the Edit menu.

  For multiple actions, continue choosing Undo until you're finished.

To redo one or more actions:

- Choose Redo from the Edit menu.

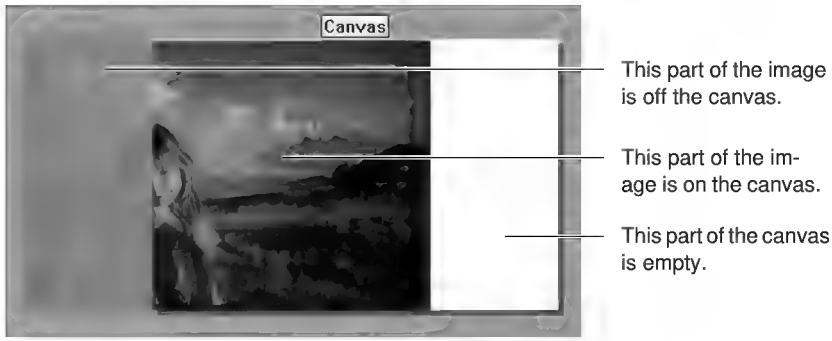
  For multiple actions, continue choosing Redo until you're finished.

Modifying Objects

Using the toolbar, you can move objects, change their size, and apply special effects such as rotation, skew, perspective, and distortion.

Moving Objects

Using the Selection tool or one of the Position tools—Rotate, Skew and Perspective—you can move objects around the canvas and even off the canvas. Any part of an object that is off the canvas appears at 50% of its current opacity setting.



To move objects:

1. Select the objects you want to move.
2. In the toolbar, click the Selection tool or one of the Position tools.

   When a Position tool is inside an object's bounding box, it functions as a moving tool.
3. Position the pointer inside the object's bounding box.

When the pointer is in the right position to move the objects, it changes to the pointer shown at the left.

If you've selected more than one object, you can drag from within the outline of any of the selected objects.

4 Drag the object to its new position in the workspace.

Resizing (Scaling) Objects

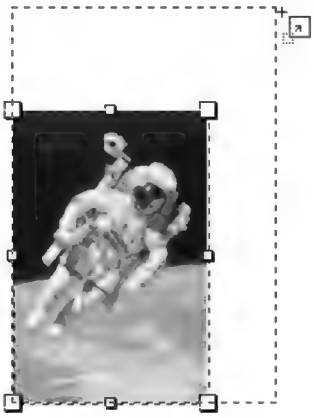
Using the Selection tool, you can resize, or *scale*, objects, making them larger or smaller. Remember that you must first select the object (or objects) you want to scale.

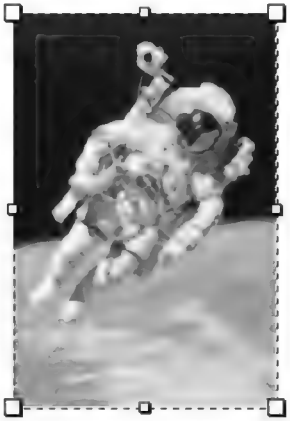
- *Proportional scaling* changes the object's width and height at the same time, maintaining the ratio of the two dimensions (*aspect ratio*).
- *Horizontal scaling* changes the object's width, but not its height.
- *Vertical scaling* changes the object's height, but not its width.

When the pointer is in the right position to scale the objects, it changes to one of the pointers shown in the following illustrations.

To scale proportionally:

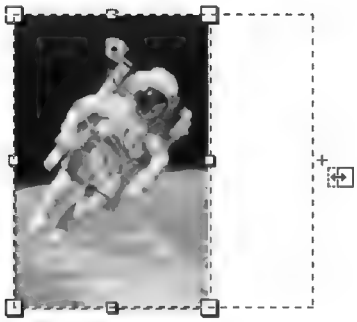
- With the pointer, drag any *corner* handle on the bounding box.





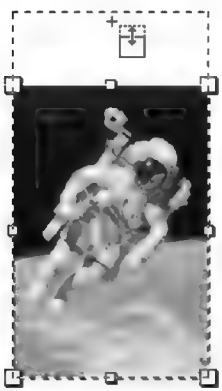
To scale horizontally:

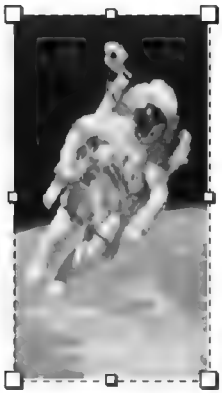
- With the pointer, drag the center handle on the left or right side of the bounding box.



To scale vertically:

- With the pointer, drag the center handle on the top or bottom side of the bounding box.





If you selected more than one object, the scaling affects all selected objects.

Rotating Objects

Using the Rotate tool (one of the Position tools), you can freely rotate selected objects in your project. You can also use a menu command to rotate objects by increments of 90°.

rotation in progress

after rotation

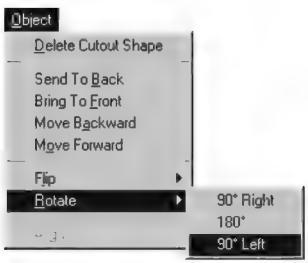
To rotate one or more objects with the mouse:

1. Select the objects you want to rotate.
2. Click the Rotate tool in the toolbar.
3. With the pointer, drag a corner handle of the bounding box clockwise or counter-clockwise.

When the pointer is in the right position to rotate the objects, it changes to the pointer shown at the left.

To rotate one or more objects by increments of 90°:

1. Select the objects you want to rotate.
2. Choose Rotate from the Object menu.
3. Choose the increment—90° Right, 180°, or 90° Left—from the submenu.



Skewing Objects

Using the Skew tool (one of the Position tools), you can *skew* (or slant) an object, both horizontally and vertically.

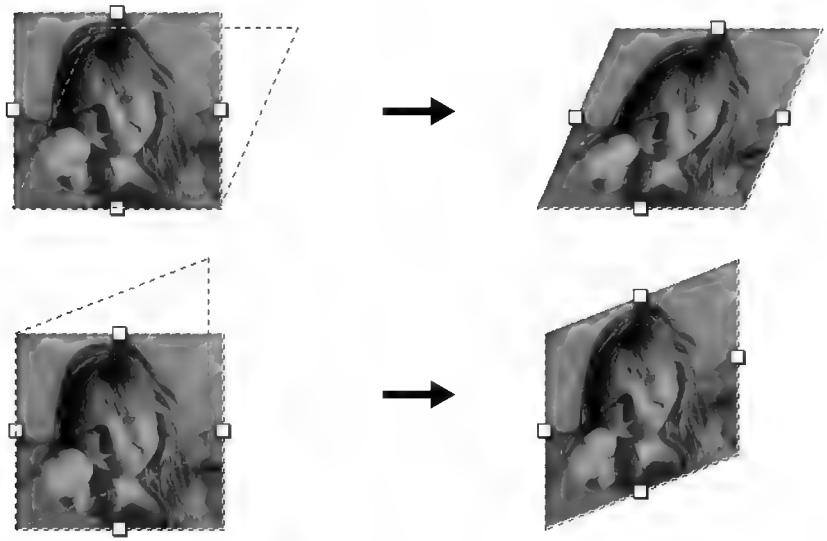
To skew one or more objects:

1. Select the objects you want to skew.
2. Click the Skew tool in the toolbar.

As soon as you click the Skew tool, the corner handles of the bounding box disappear. When the pointer is in the right position for skewing, it changes to the pointer shown at the left.

3. With the pointer, drag a bounding box handle horizontally or vertically until you've achieved the desired skew angle.

   To skew horizontally, drag the handles on the top or bottom of the bounding box. To skew vertically, drag the handles on the sides of the bounding box.



Skewing can result in a variety of interesting effects. Feel free to experiment. Remember, you can always undo it.

Applying Perspective to Objects

Using the Perspective tool (one of the Position tools), you can apply three-dimen-

sional *perspective* to an object.

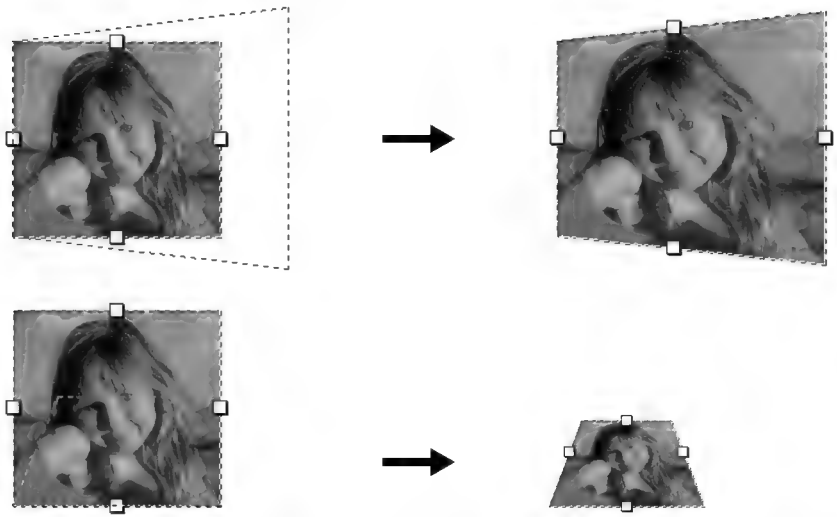
The side of the bounding box opposite the handle you're dragging remains fixed; it's as if it were on hinges. For example, if you're dragging the left or right handle, the effect is like opening a door toward you or away from you.

To apply perspective to one or more objects:

1. Select the objects you want to change.
2. Click the Perspective tool in the toolbar.

As soon as you click the Perspective tool, the corner handles of the bounding box disappear. When the pointer is in the right position to apply perspective, it changes to the pointer shown at the left.

3. With the pointer, drag a bounding box handle up or down, left or right, depending on the effect you want to create.



Perspective can create many unusual and entertaining effects. Feel free to experiment. You might want to start with a simple filled rectangle, just to get a feel for what perspective can do. After you apply it to one handle of the bounding box, undo the perspective and try another handle.

Flipping Objects

Using the Flip commands, you can easily *flip* an object horizontally (side to side) or vertically (top to bottom). Flipping an object creates an instant mirror image, as

in the following example:

original horizontal flip vertical flip

To flip one or more objects:

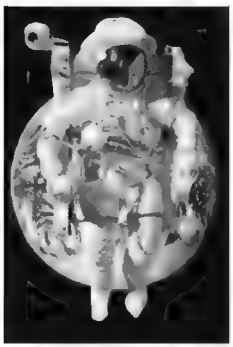
1. Select the objects you want to flip.
2. Choose the Flip command from the Object menu.
3. Choose Horizontally or Vertically from the submenu.

Changing Opacity and Edge Settings

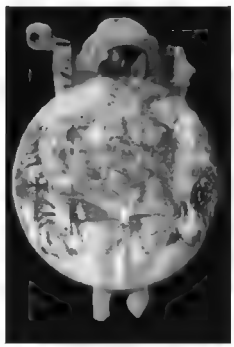
The Opacity and Edge sliders in the control bar let you change an object's *opacity* and *edge*.

- Opacity specifies the visibility of an object, from 0% (the object is completely transparent, or invisible) to 100% (the object is opaque, or fully visible). The preset opacity is 100% for objects on the canvas. Objects off the canvas appear at 50% of their current opacity setting.
- Edge describes the level of softness or hardness of an object's edge or boundary. The preset edge is 0%, which is the hardest setting. The softest setting is 100%.

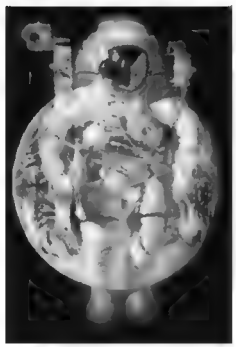
The following example, a cutout photo of an astronaut, illustrates various opacity and edge settings.



opacity = 100%
edge = 0%
The astronaut image is opaque with hard edges.



opacity = 65%
edge = 0%
The image is equally transparent throughout.



opacity = 100%
edge = 25%
The image's edges are soft; its interior is solid.

To change the opacity or edge of one or more objects:

1. With the Selection tool, select the objects whose opacity or edge you want to change.
2. Drag the appropriate slider to its new setting.

There are two additional ways to change the settings:

- You can type the percentage value in the box above the slider and then press Return.
- To increase or decrease the opacity setting by increments of 10%, you can press the plus (+) and minus (-) keys, respectively.

Distorting a Photo

Using the Distort tool, you can "stretch" a selected photo on the canvas as if it were on a piece of rubber. The effect is like what you see when you stand before a fun-house mirror at a carnival. When you drag the Distort tool, it pulls the image in the direction you drag.

When the Distort tool is active, the control bar displays a Distortion Strength slider ranging from weak to strong. By varying the intensity of the distortion, you control whether the Distort tool affects a small part of the photo or a large area.

A low distortion strength spreads the distortion over a wide span.

A high distortion strength concentrates the distortion in a narrow span.

To distort a photo:

1. Select the photo you want to distort.
2. Click the F/X tool in the toolbar, and then select the Distort tool.
3. In the control bar, drag the slider to set distortion strength.
4. With the pointer, drag a line through the part of the photo you want to distort.

After you distort a photo, you can reset it to its original state.

To reset a distorted photo:

1. Select the photo.
2. Click the F/X tool in the toolbar, and then select the Distort tool.
3. Click Reset in the control bar.

Creating a Shadow

A *shadow* gives a three-dimensional effect to an object. The shadow is typically below the object that casts it and offset to one side. The shadow is the same shape and size as the object.

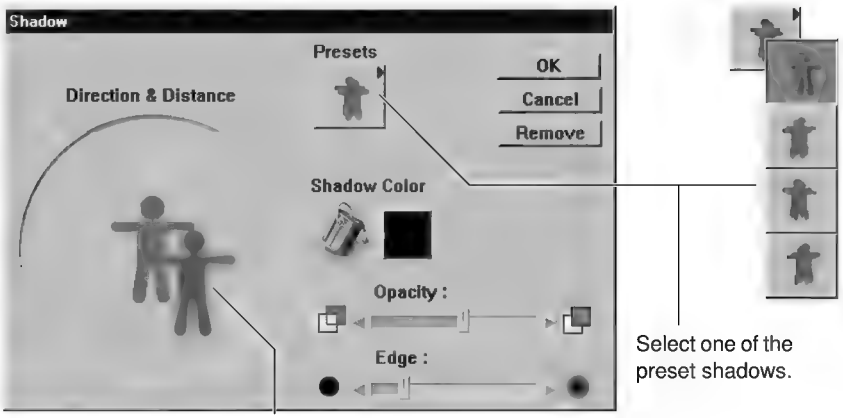
In PhotoSuite you can place a shadow behind photos, cutouts, lines, shapes, and text. You can set the color of the shadow, its location, and its opacity and edge.

To place a shadow:

1 Select the object you want to shadow.

2 Click the F/X tool in the toolbar, and then select the Shadow tool from the palette.

The Shadow dialog box appears.



3 Click Presets, and select one of the preset shadow types.

4 If you want to modify the preset shadow, drag the shadow in the Direction & Distance area of the dialog box to set its position relative to the object.

5 Set the opacity and edge of the shadow.

For more information on setting opacity and edge, see "Changing Opacity and Edge Settings."

6 Click Shadow Color and select a color for the shadow from the palette.

7 Click OK.

To remove a shadow:

1 Select the object with the shadow.

2 Select the Shadow tool.

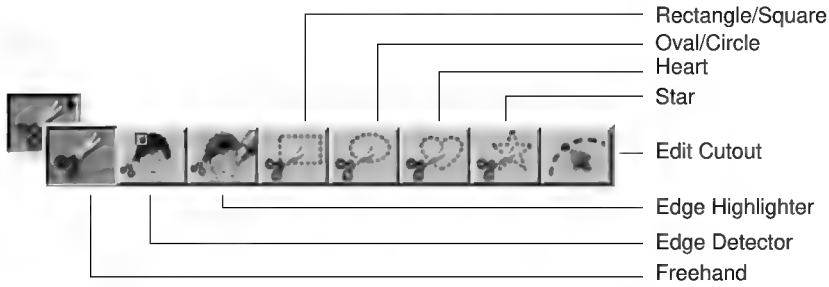
3 In the Shadow dialog box, click Remove.

This removes the shadow and closes the dialog box.

Cutting Out Shapes

Using the Cutout tools, you can create many interesting, amusing, and even bizarre effects. For example, you might have a picture of the Grand Canyon and a picture of your little brother that you took in your back yard. You start your project with the Grand Canyon, you insert your little brother and cut out the back yard, and there's your little brother in the Grand Canyon!

The Cutout tools are in a palette on the toolbar.



For information on selecting tools from palettes, see "Using the PhotoSuite Toolbar."

After you've made a cutout, you can edit it (see "Editing a Cutout"), or you can always delete it (see "Deleting Cutout Shapes").

Note: You can zoom or pan the canvas in the middle of cutting out an object and then return to the Cutout tool to finish the job.

Cutting Out a Freehand Shape

The Freehand Cutout tool gives you complete control over the cutout you create. You simply click your way around the shape you want to cut out. The tool creates an *anchor point* each time you click, and then joins the points together (like "connect the dots") to define the shape.

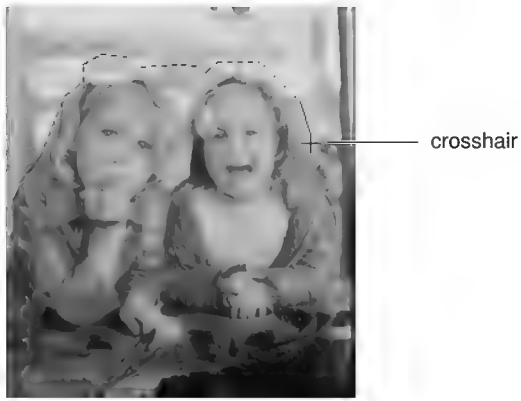
To cut out a freehand shape:

1 Select the object you want to cut out.

2 Click the Cutout tool in the toolbar, and then select the Freehand Cutout tool in the palette.

3 In the workspace, set the first anchor point by clicking at the point where you want to begin.

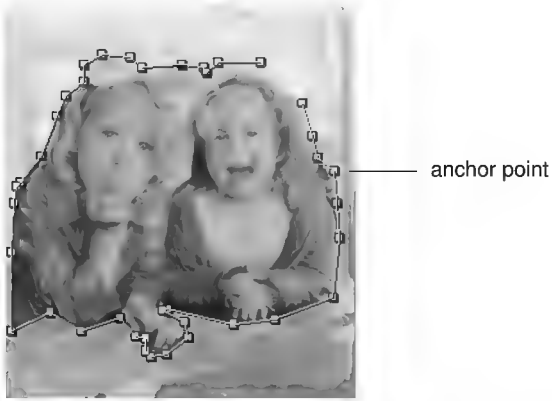
4 Move the crosshair to the next anchor point, and click again.



Repeating this step as often as needed, click your way around the shape.

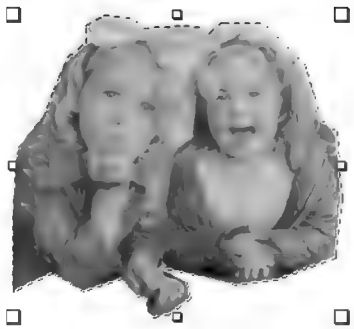
If you set a point and then decide you don't want it, press Backspace. PhotoSuite deletes the point, and you can continue from the previous point.

5 When you're almost all the way back to the starting point, double-click to complete the cutout line.



PhotoSuite automatically draws a straight line from the point you double-clicked to the starting point.

6 To finish, click Cut in the control bar.



If you want to cancel the cutout altogether, click Cancel.

Note: You can switch back and forth between the Freehand Cutout tool and the Edge Detector (described on page 69) by pressing Option.
This lets you combine the two types of cutout in a single operation.

Cutting Out a Preset Shape

You can cut out a preset shape from an object using the Rectangle Cutout, Oval Cutout, Heart Cutout, and Star Cutout tools.

Here's an example of a heart-shaped cutout from an object:

To cut out a single preset shape:

1 Select the object you want to cut out.

2 Select one of the preset Cutout tools in the toolbar (Rectangle Cutout, Oval Cutout, Heart Cutout, or Star Cutout tool).

3 In the workspace, drag the cutout shape around the object.

Before you begin, try to visualize a rectangular bounding box around the finished cutout. You should begin dragging from one of the corners of this box. As you drag, PhotoSuite shows you an outline of the cutout shape. (If you drag the Heart or Star Cutout tools upward, you get an upside-down heart or star cutout.)

To create a circle or square, or a heart or star cutout that fits inside a square bounding box, hold down Shift as you drag the appropriate tool.

4 When you're finished, click Cut.

If you want to cancel the cutout altogether, click Cancel.

You can also use the same or different cutout tools more than once on a single object. Here is an example of a heart cutout with a star cut out of it.

To make more than one cutout:

1 Select the object you want to cut out.

2 Click the Cutout tool in the toolbar, and then select your first Cutout tool from the palette—for example, the Heart cutout.

3 Make the first cutout, as described above, but *don't* click Cut yet.

4 Select another Cutout tool from the palette.

5 Make your second cutout.

6 Continue selecting Cutout tools and making cutouts until you're finished.

7 Click Cut.

Note: You can combine any of the Cutout tools (such as the Freehand Cutout tool) in this manner, not just the preset shapes.

Making Cutouts with the Edge Highlighter and Edge Detector

When you're cutting out something with a definite outline, you can use the Edge Highlighter and Edge Detector tools. These tools are intended to be used to make an accurate *silhouette*. Both tools find the edges of the shape you're cutting out, so the process is almost automatic.

- Use the Edge Highlighter to make a quick cutout around a shape.
- Use the Edge Detector to make a more precise cutout around a shape and to cut out around shapes that have been altered with the Distort tool.

You use both tools in much the same manner as the Freehand Cutout tool: You click to set a starting point, click around the shape you want to cut out, double-click to complete the shape, and click Cut to complete the cutout.

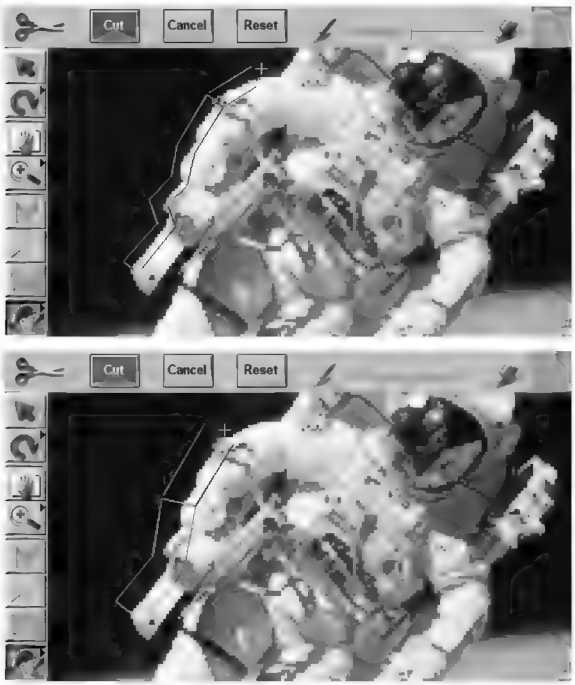
Note: For a close-up view while you're using the Edge Highlighter or Edge Detector tool, you can zoom and pan the canvas. To do so, click the Zoom or Pan tool, use the tool to get the view of the canvas you want, and then click the Cutout tool again.

To cut out (silhouette) with the Edge Highlighter:

1 Select the Edge Highlighter tool from the Cutout tool palette.

2 Click to set the first point, and then move the mouse.

As you move the mouse, note the parallel lines that move from the starting point in the direction you drag. The Edge Highlighter will cut out only inside these lines.



Note the effect of the thickness slider on the Edge Highlighter's path.

3 At any time while making your cutout, you can use the thickness slider in the control bar to adjust the width of the path in which the Edge Highlighter seeks an edge.

The more the slider is to the left, the narrower the path. You'll probably find that you have to set more points (click more often) this way, but you also have more control. The more the slider is to the right, the wider the path.

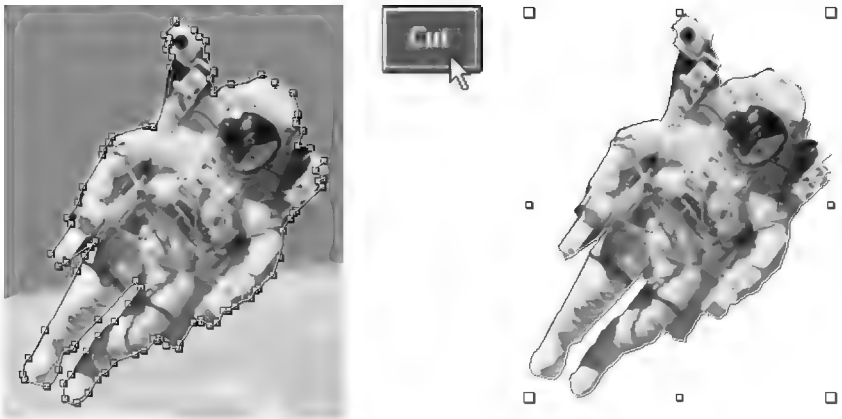
4 Continue to click around the shape.

To undo your last click, press Backspace.

5 When you're almost all the way back to the starting point, double-click to finish the cutout line.

PhotoSuite automatically draws a straight line from the point you double-clicked to the starting point.

6 Click Cut to complete the cutout.



Unlike the Edge Highlighter, the Edge Detector lets you control finding the cutout shape's edges, giving you greater precision.

To cut out with the Edge Detector:

1 Click the Cutout tool in the toolbar, and then select the Edge Detector tool from the palette.

At this point you might want to zoom in on the canvas. Because the Edge Detector works very precisely, it's easier to control if you have a closeup view of the edge you're cutting.

2 To set the first point, click directly on the edge of the shape you want to cut out.

3 Use the mouse move the crosshair along the edge of the shape.

Note how a line follows the crosshair along the edge from that first point.

4 Keep moving the crosshair, and click to set the next point.

If necessary, move the crosshair back and forth a little to keep the line on the edge of the shape.

5 Repeat step 4 until you've gone all the way around the shape.

If you're working in a zoomed view of the canvas, select the Pan tool to pan as needed to go around the shape.

To delete a point, press Backspace.

6 When you're almost all the way back to the starting point, double-click to complete the cutout line.

7 Click Cut to make the cutout.

Note: You can switch between the Edge Detector and the Freehand Cutout tool by pressing Option. This lets you combine the two types of cutout in a single operation.

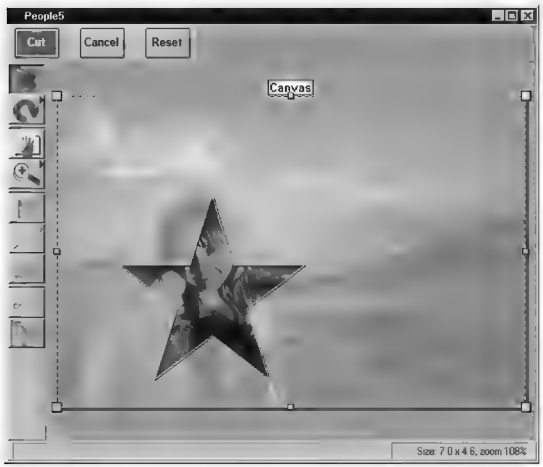
Positioning a Photo Inside a Cutout

If you find that a photo is not placed inside a cutout exactly as you want it, as in the example below, you can reposition the photo inside the cutout shape and then recut the cutout.

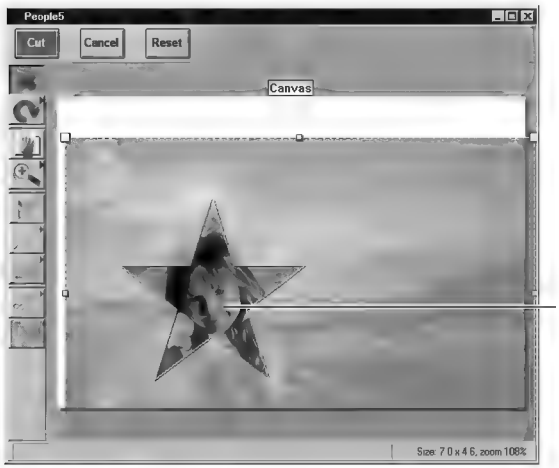
To reposition a photo after you've made a cutout:

1. Select the cutout you want to reposition.
2. Click the thumbnail at the left end of the control bar.

The screen returns to the way it looked just before you made the cutout, with the area inside the cutout shape at full opacity and the surrounding area at half opacity. In addition, the control bar again shows the Cut and Cancel buttons.



3 Place the pointer inside the cutout shape, and drag the photo in the cutout until it's in the position you want.



4 If you want, you can also apply other positioning effects to the photo at this time—such as rotation, skew, and perspective.

5 Click Cut to complete the cutout.

Editing a Cutout

You can edit any of your cutouts, changing their shapes, either before you click Cut in the control bar or at any time afterward.

To edit an existing cutout:

1 Select the cutout object you want to edit.

2 Click the Cutout tool in the toolbar, and then select the Edit Cutout tool in the palette.

When the Edit Cutout tool is selected, you can make these edits:

- You can move anchor points.
- You can add anchor points to any cutout.
- You can delete anchor points.

To move an anchor point:

- Drag the anchor point with the mouse.

To add an anchor point:

- Drag the cutout line where you want the new anchor point.

The heart-shaped cutout after moving one point and adding two new points.

To delete an existing anchor point:

- Drag the point you want to remove to the nearest point on either side of it and release the mouse.

Deleting Cutout Shapes

If you don't want the cutout you created—for example, you used the Star Cutout tool, and you wanted the Heart Cutout tool instead—PhotoSuite lets you restore the object to how it looked before you made any cutouts.

To delete all cutouts you've made to an object:

- Select the object, and choose Delete Cutout Shape from the Object menu.

Note: If you've made multiple cutouts, Delete Cutout Shape removes them *all*. For that reason, be sure that's what you want to do before you proceed.

Working with Text

You can add text to your project and then treat it as you would any other object. For example, you can:

- Scale, rotate, and skew it
- Apply perspective
- Change its opacity and edge
- Substitute a photo from the Gallery inside the text characters
- Change its color or use the special Filter effect

You can also apply styles to text, such as:

- Bold, italic, or underline
- Alignment: left, right, or center
- Fonts and point size

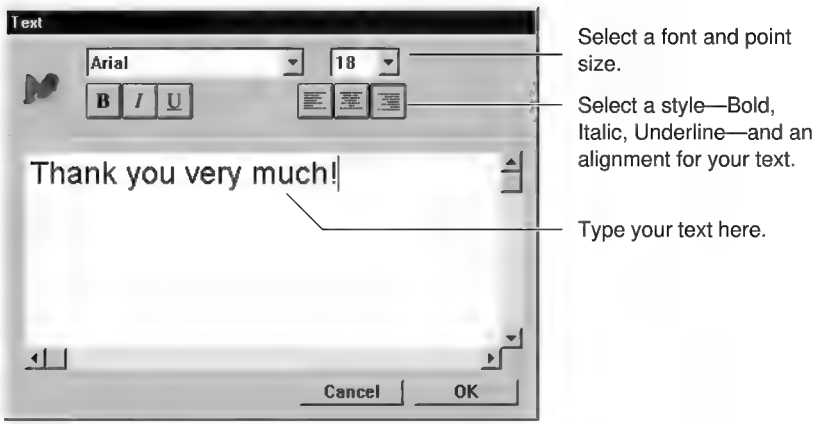
Adding Text to Your Project

You add text to a project with the Text tool and the Text dialog box.

To add text to a project:

1 Click the Text tool in the toolbar.

PhotoSuite displays the Text dialog box.



2 In the Text dialog box, type the text you want to add.

To type more than one line of text, press Return to start a new line.

3 Select the font and type size, and use the buttons to select the bold, italic, or underlined style.

These settings apply to all the text in the dialog box. To create text with different attributes—for example, some bold text and some italic text—create a separate text object for each attribute.

4 Click the appropriate button to left-align, center, or right-align the text.

Alignment is only meaningful for text on more than one line; it refers to how the text appears on the canvas. Left-aligned and right-aligned text are aligned to the left and right edges of the bounding box, respectively; centered text is centered within the bounding box. You don't actually see the alignment until you close the Text dialog box.

5 Click OK to insert the text into your project.

Selecting Text

Before you can edit text or otherwise alter it, you must select it.

To select text:

- If the text is in front of another object, click directly on one of the letters.

If you click inside the bounding box but not on the text, PhotoSuite selects the object under the pointer (in the example above, the photo of the girl).

- If the text is not in front of another object, click anywhere inside the text's bounding box.

Editing Text in a Project

You edit text in the Text dialog box. All the text entry and editing techniques described in the section on adding text apply here as well.

To open the Text dialog box to edit your text:

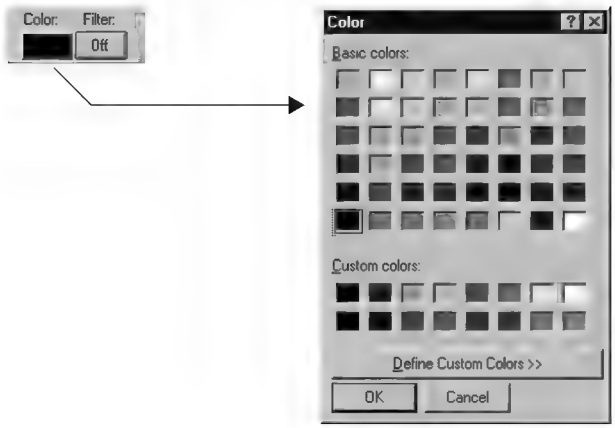
- Select the text you want to edit, and click the Text tool.
- Double-click the text with the Selection tool.

Working with Text Color

You can set the text to any of the available colors.

To specify text color:

1. Select the text object.
2. Click the color sample in the control bar.



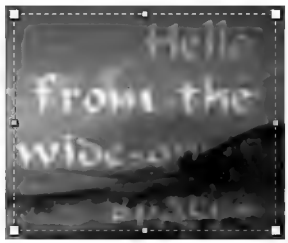
3. Select a color from the color palette and click OK.

Note: On the Macintosh, the color palette you see may look different from the one pictured here depending on which color system extensions you have installed.

Using the Color Filter Effect with Text and Shapes

When you add text or draw objects (described on page 80) to your project, you have an additional color setting in the control bar: Filter.

The Filter setting works much as a filter works on a camera: it intensifies some colors and doesn't affect other colors at all, heightening contrast and brightness in some cases and subtracting colors in other cases.



Opacity = 100%
Filter = On

Opacity = 100%
Filter = Off

Opacity = 50%
Filter = Off

When Filter is off, colors behave as you'd expect. At 100% opacity the letters or shape completely block out anything that's underneath. At reduced opacity levels the background begins to show through, but the color in the text or shape is uniform throughout.

Text and shapes with the Filter attribute must be over something to be visible at all. There must be something to filter. If you drag filtered text or a shape to an empty area of the canvas or off the canvas entirely, the text or shape isn't visible at all.

Opacity = 100%
Filter = On

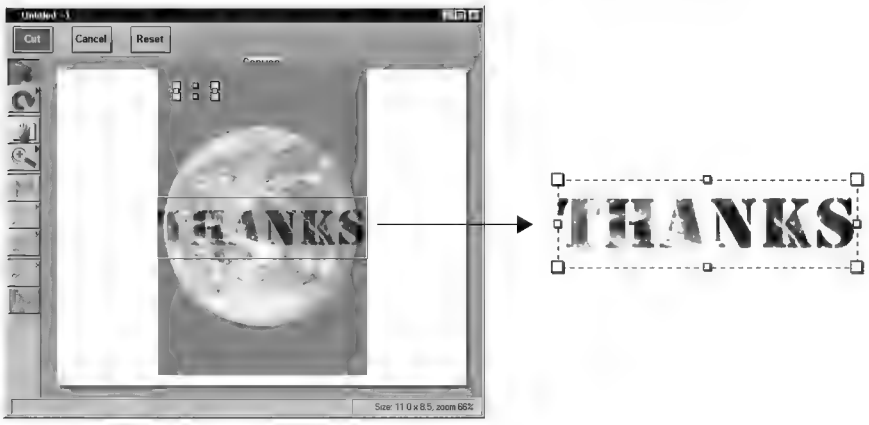
In both examples the text is partly off the photo.

Opacity = 100%
Filter = Off

The Filter color option can produce some striking effects. Experiment with it until you get a sense of what it will do to your photos.

Using Text as a Stencil

Using the Substitute button in the Gallery or the Substitute command, you can fill your text with a photo instead of a solid color. After adding text to your project, substitute a photo for the text shape as described in "Substituting Photos."



You can reposition the photo inside the stencil. For information, see "Positioning a Photo Inside a Cutout."

Note: If you delete a stencil, you delete both objects, the text *and* the object providing the fill image.

Drawing in Your Project

PhotoSuite has two Draw tool palettes. The Filled Shapes palette contains tools for drawing shapes filled with a solid color. The Outline palette contains tools for drawing straight lines and outlines of shapes.

Filled Shapes palette

Outline palette

When one of the Draw tools is active, controls for changing color, opacity, and edge appear in the control bar. Changing opacity and edge are described under "Changing Opacity and Edge Settings." You can also switch between normal and

Filter color settings, which are described later under "Using the Color Filter Effect with Text and Shapes."

Note: You can substitute photos for the Filled Shapes, using them as stencil, just as you can with text. See "Using Text as a Stencil."

Drawing Filled Shapes

You can liven up your projects with a colorful heart or star or put words in someone's mouth with a voice balloon. For business presentations, you can place text inside a box.

To draw a shape in your project:

1. Select a shape from the Filled Shapes tool palette.
2. Drag in the canvas to draw the shape.

   To draw a perfect circle, square, heart, or star, hold down the Shift key as you drag.

Drawing Lines and Outlined Shapes

Using the Outline tool palette, you can draw outlined shapes and straight lines.

To preset the width of lines for the Draw tool:

1. Select one of the tools from the Outline tool palette.
2. Before you draw the object, select a line width from the palette in the control bar.

Note: You must *preset* the line width for it to take effect.

To draw a straight line:

1. Select the Line tool from the Outline tool palette.
2. Drag in the canvas to draw your line.

   To constrain your line to 45° increments, hold down the Shift key as you drag.

To draw an outline shape in your project:

1. Select a shape from the Outline tool palette.
2. Drag in the canvas to draw the shape.

   To draw a circle, square, or star, hold down the Shift key as you drag.

Selecting Outlined Shapes

Before you can change the color of an outlined shape or otherwise alter it, you must select it.

To select an outlined shape:

- If the shape is in front of another object, click directly on it.

  If you click inside the bounding box but not on the outlined shape, PhotoSuite selects the object under the pointer (in this case, the photo).

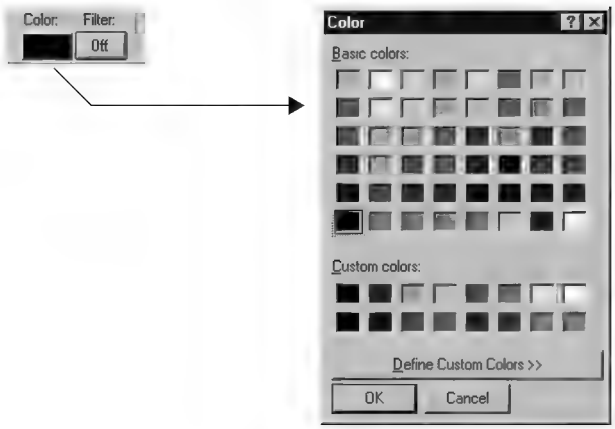
- If the shape is not in front of another object, click anywhere inside its bounding box.

Setting Colors

You can either preset the color for lines and shapes or change their color after drawing them.

To preset the color for lines and shapes:

1. Deselect all objects in the project.
2. Select one of the Draw tools in the toolbar.
3. Click the color sample in the control bar.



4. Select a color from the palette and click OK.
5. Draw the line or shape.

Note: On the Macintosh, the color palette you see may look different from the one pictured here depending on which color system extensions you have installed.

To change the color of a line, outline, or filled shape:

1. Select the line or shape whose color you want to change.
2. Click the color sample in the control bar.
3. Select the new color from the color palette and click OK.

Using the Color Filter Effect with Shapes and Lines

The Filter color option works the same way for draw objects as it does for text. See "Using the Color Filter Effect with Text and Shapes."

Arranging Objects

As you add objects to your project, you'll find these PhotoSuite features especially helpful:

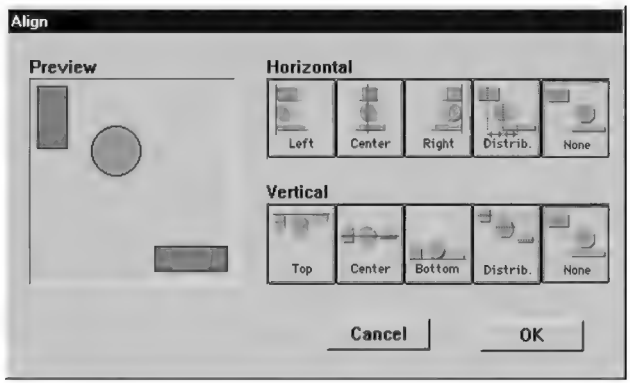
- You can *align* objects relative to each other, helping you arrange objects precisely.
- You can move objects forward or backward in the *stack* of objects in the project.

Aligning Objects

PhotoSuite makes it easy to line up objects in your projects. You can align objects horizontally (left, center, and right), vertically (top, center, and bottom), or both. You can also *distribute* the objects horizontally or vertically.

- Left, right, top, and bottom alignment all use one of the selected objects as a fixed point of reference. For example, when you're left aligning, the objects align to the object furthest to the left. When you're right aligning, they align to the object furthest to the right. In either case, that object doesn't move.
- Center alignment, both horizontal and vertical, uses the center of the bounding box surrounding the selected objects as a point of reference. In this case, it's possible that all the selected objects might have to move to align themselves to the center line.
- Distribution uses the edges of the bounding box as a reference point. The objects at either extreme—for example, far left and far right—remain where they are, and the other objects move so that the horizontal or vertical space between all the objects is the same.

The Align dialog box shows the effect of each alignment option.



To align two or more objects:

1. Select the objects you want to align.
2. Choose Align from the Object menu.
3. In the Align dialog box, click the button for the alignment option (or options) you want.

   If you choose an alignment option and then change your mind, click None for that dimension. You don't have to cancel the alignment.
4. When you're satisfied with the alignment, click OK.

Alignment physically moves objects, so experiment until you feel comfortable with it. Remember, you can always undo an alignment.

Changing Object Order

Object order refers to the way the objects in your project sit on the canvas. The objects have a two-dimensional relationship—they're to the left or right of each other—but they also exist in *depth*, with some objects in front of others.

The first object you insert into a project is at the back of the object order, and PhotoSuite places each new object *in front* of the other objects. Thus, the most recently added object is at the front of the object order.

In this example, the photo of the girl is in back. The voice balloon is in front of the photo, and the text is in front of the balloon.

You might want to change an object's position in the order—for example, to move it all the way to the back, so that it's behind all the other objects in the project. You can move objects to the front or the back, and you can also move them forward or backward just one position in the object order.

To move an object all the way to the back:

- Select the object, and choose Send To Back from the Object menu.

To move an object all the way to the front:

- Select the object, and choose Bring To Front from the Object menu.

To move an object one position toward the back:

- Select the object, and choose Move Backward from the Object menu.

To move an object one position toward the front:

- Select the object, and choose Move Forward from the Object menu.

You can also arrange multiple selected objects this way. In that case, they retain their position relative to each other. The objects don't need to be adjacent in the object order. For example, if you move two objects to the back, the frontmost of the two objects remains in front of the other.

Chapter 6

Touching Up Photographs

In this chapter you'll learn:

- How to remove "red eye" from flash photography
- How to increase or decrease overall color
- How to adjust brightness and contrast
- How to increase or decrease specific colors

PhotoSuite provides several tools that are particularly designed to let you get the very best from the photographs you use in your projects. These techniques, known as *color correction*, allow you to adjust the colors in the photos in your projects.

Removing "Red eye"

If you've taken flash pictures of your family or friends, you've probably encountered "red eye," which is caused by the light of the flash bouncing off the retina in the back of the eye. PhotoSuite provides a special tool that removes this annoying and unattractive phenomenon from your photos.

To remove red eye:

1. Click the F/X tool in the toolbar, and select the Remove Red-eye tool from the palette.

2. To adjust the amount of red-eye removal, drag the Red-eye Selectivity slider in the control bar to the left or right.

   To remove more red, drag the slider to the right; to remove less red, drag the slider to the left.

3. Position the pointer over the red eye in your photo, and click.

   You might find it helpful to zoom in before removing the red eye.

To restore the photo to its original state:

1 Select the photo.

2 Select the Remove Red-eye tool from the toolbar.

3 Click Reset in the control bar.

Increasing and Decreasing Colors

You might have some photos that have lost some of their color—old, faded photographs are a good example—or you might have a photo that has too much color. Using the Increase/Decrease Color command, you can bring faded photos back to life or tone down colors that are too rich.

This command works on the *color saturation* of the photo. When a photo's colors are heavily saturated, reds are very red, greens are very green, and so on. When a photo lose colors, it ultimately becomes a black-and-white—more accurately, a *grayscale*—photo.

To change the color saturation in a photo:

1 Select the object whose color saturation you want to change.

This object must be an image file (for example, an FPX file or a JPEG file); it can't be text or a draw object.

2 Choose Increase/Decrease Color from the Photo menu.

PhotoSuite displays the Increase/Decrease Color dialog box, with two thumbnails of the photo, labeled Before and After. The Before thumbnail shows the photo before you adjust the color saturation. The After thumbnail show the effects of

your adjustments of the color saturation. (At first the two thumbnails are the same, since you haven't done anything yet.)

3 Drag the slider until you get the effect you want.

Dragging to the right increases the photo's color saturation. Dragging to the left decreases colors. A grayscale image is the result of dragging the slider all the way to the left.

You can zoom and pan in the dialog box so you can check the colors in particular parts of the photo.

4 When you're satisfied with the color adjustment, click OK.

Note: Increase/Decrease Color can only work on colors that already exist in the photo. For example, if a photo contains red, this command can increase or decrease the amount of red in the photo. However, if the photo lacks any red, Increase/Decrease Color can't *add* red to it.

Adjusting Brightness and Contrast

PhotoSuite lets you adjust the brightness and contrast of photos. If you've adjusted the brightness and contrast on your computer monitor or your television set, you understand the principle at work here.

- *Brightness* refers to the overall lightness or darkness of the photo. If you increase the brightness, all colors get lighter. If you decrease it, all colors get darker.
- *Contrast* is the difference between the lightest and darkest areas of a photo. If you increase the contrast, there is more difference between the light and the dark; light areas get lighter, and dark areas get darker. If you decrease the contrast, there is less difference between light and dark.

To adjust the brightness and contrast of a photo:

1 Select the photo you want to change.

This object must be an image file (an FPX file, for example); it can't be text or a draw object.

2 Choose Adjust Brightness/Contrast from the Photo menu.

PhotoSuite displays the Brightness/Contrast dialog box, with two thumbnails of the photo, labeled Before and After. The Before thumbnail shows the photo before you adjust the brightness and contrast. The After thumbnail show the effects of your adjustments. (At first the two thumbnails are the same, since you haven't done anything yet.)

The After thumbnail shows the effect of increasing the Brightness.

3 In the Brightness dialog box, drag the Brightness or Contrast sliders until the colors are as you want them.

You can zoom and pan in the dialog box so you can check the colors in particular parts of the photo.

4 When you've finished adjusting the brightness and contrast, click OK.

Changing Colors

When you adjust brightness and contrast, you work on a range of colors, but PhotoSuite also allows you to adjust specific colors in a photo. For example, you can increase the amount of green in a photo or decrease the amount of blue.

To change photo colors:

1 Select the photo you want to change.

2 Choose Change Color from the Photo menu.

The Change Color dialog box appears. It shows the original photo, plus previews of the photo with increased levels of green, yellow, red, magenta, blue, and cyan.

The dialog box is arranged in the form of a color wheel. The previews on opposite sides of the wheel are opposites of each other. For example, when you subtract blue, whose opposite is yellow, it is the same as adding yellow. (Note the color of the arrow pointing to the Less Blue preview.)

3 Drag the Intensity slider until you've adjusted the color satisfactorily.

At lower Intensity settings, there's less change in the selected color. (At 0% you're not changing the color at all.) At higher Intensity settings, the change in the selected color is greater.

4 Click the color you want to add or subtract.

That color's preview now moves into the center (Current Pick) position in the dialog box, and the other color previews adjust accordingly.

5 Repeat steps 3 and 4 for any additional colors you want to adjust.

6 Click OK.

Undoing Color Changes

You might decide that, after making a number of color corrections, you want to go back to the original photo. From that point, you can try a new set of color corrections, or you can use the unmodified photo.

To undo all color corrections made to a photo:

1 Select the photo whose color changes you want to undo.

2 Choose any of the color correction commands in the Photo menu: Increase/Decrease Color, Adjust Brightness/Contrast, or Change Color.

3 In the dialog box, click Reset.

Reset undoes *any or all* of these modifications:

- Increase/Decrease Color
- Adjust Contrast/Brightness
- Change Color

For example, if you increased color and changed the contrast in an object, Reset undoes both in a single step. You return to the original photo, before any color changes were made.

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